	Topic	*Lead*	*Anticipated Outcome*	*Att*
1	Welcome, introductions, sign-in, Review Ground Rules	Stacy Aguayo	The chair delivered opening remarks, subcommittee members signed the attendance sheet and introduced themselves. Handouts for the meeting included: Metering Issues List, Redline Business Rule Document (Process #1 & 2) and Meter Form Packet (Process #1 & 2).	
2	Review minutes from the prior meeting (November 15, 2000).	Stacy Aguayo	Minutes from November 15, 2000 subcommittee meeting were reviewed and approved.	
3	Discuss Equipment Purchase Authorization (EPA) form	Stacy Aguayo	Ken was unable to attend the meeting therefore; the discussion regarding the proposal for handling the EPA when the customer owns the meter/equipment will be deferred to a future meeting.	
4	Review final draft of Meter Forms Packet for direct access to bundled (process 1&2) services switch	Stacy Aguayo	The group reviewed the Meter Form Packet and included changes from participants. Changes are as follows • Added read cycle to the MIRN per C3 request. • Updated formula in the definition on MIRN (field 64) Meter Pulse Constant to include primary metered sites • Split New Meter Phone and LSS# on MIRN into two fields • Added satellite (SAT) to field 89 for communication type on the MIRN • Add ESP Account # to the MIRN Required for Process #1 and Optional for Process #2 • Add timing requirements language to overviews Janet Henry from Axon Field Solutions was unable to attend to present research on Internal Scaling factor and KWhc on the MIRN. At this time, these are the only outstanding items for the Meter Form Packet. Provided there are no other changes, the Meter Form Packet will be ready to submit for approval to the Policy group once these items have been discussed and resolved.	
5	Review final draft UDC Business Rule document for direct access to bundled service (process 1&2)	Stacy Aguayo	The group reviewed the Business Rule document. UDCs made some modifications to their processes. At the November 28th meeting, the VEE group discussed the requirements for MRSPs to post beginning and final data. Specifically, the starting interval for new switches and the ending interval for posting of final data and suggested that the Metering group take another look at the agreed upon standard since it may not accommodate the switch from one ESP to another ESP very easily. After discussing the different scenarios the group developed a proposal for consideration that would replace the existing standard. After much discussion, the Metering group determined that there might be differences in the requirements to post data based on the types of meters that are being exchanged. If a non-IDR meter is involved in the exchange, it's difficult for the biller of the non-IDR meter to ensure that the customer is not being billed for a particular interval(s) more than once. The group developed proposed requirements that could replace the existing language within the Business Rule Document. The following proposed language reflects the agreed upon process in the Metering Business Rule document with the exception of the 3rd bullet. The 3rd bullet covers a combination when an IDR meter is being removed and replaced with a new IDR meter (i.e. ESP to ESP switch with a meter exchange). The following is the group's proposal for posting of meter data and the identification of when the ESPs/UDCs responsibilities end and begin. <u>Non-IDR to IDR exchange (i.e. Process #1 Initial switch Bundled to DA)</u> - Non-IDR UDC meter is being removed. DA IDR meter is installed and programmed at 2:10.	

The MRSP is responsible for posting data starting at the first full fifteen-minute interval after the DA meter is installed and programmed. The first interval posted to the UDC by the MRSP is the 2:15 to 2:30 interval. The responsibility would begin/end at 2:15 for the Providers (applies for all UDCs except SRP. In SRP' territory responsibility ends/begins on the switch/read date). **Note**: UDC practice would is to estimate and bill the customer for unaccounted for usage if the meter is out of the socket greater than 15 minutes.

IDR to Non-IDR meter exchange (i.e. Process # 2 Switch from DA to Bundled)– Non-IDR UDC meter is being installed. Non-IDR UDC meter is installed at 2:10. The MRSP is responsible for posting data up through the last full fifteen-minute interval prior to the installation of the UDC meter. The ending interval posted by the MRSP to the UDC will be the 1:45 to 2:00 interval. The ESPs responsibility would end at 2:00 (applies for all UDCs except SRP. In SRP' territory responsibility ends/begins on the switch/read date).

IDR to IDR meter exchange (i.e. ESP to ESP switch involving the removal of an IDR meter and an installation of a new IDR meter) – New IDR meter is installed at 2:10. The ending interval posted by the MRSP to the UDC for the removed IDR meter must include the 2:00 to2: 15 interval. The beginning interval posted by the MRSP to the UDC for the new meter must start with the 2:15 to 2:30 interval. The responsibility would begin/end at 2:15 for the Providers (applies for all UDCs except SRP. In SRP' territory responsibility ends/begins on the switch/read date).

Action Item: Participants are to review the above language and report at the next Metering meeting if their company is in support of this requirement.

Before the Business Rule document is submitted for approval to the Policy group, the PSWG participants need to comment on the above issue. Additionally, there are several processes pending Cooperative comment.

	Topic	Lead	Anticipated Outcome
6	Definition of timing requirement within the Business Rule Document	Stacy Aguayo	UDCs reported that the timing requirements in the Business Rule Document are based on business days. The day of the event is considered day zero and days from that event are to be counted + or - from the day of the event. Example: "3 business days after the exchange" = Exchange took place on December 4, 2000, the MIRN must be returned no later than the end of business on Thursday December7, 2000.
7	Discuss metering handbook layout.	Stacy Aguayo	The group discussed how the State Metering Handbook should be developed. The group agreed that there are several documents to model the AZ document after including the AZ State DASR Handbook. The group agreed the handbooks should be developed with the same layout in an effort to maintain consistency. It was agreed that this issue should be raised to the Policy group since the other subcommittee groups will need to develop a handbook illustrating the agreed upon standards relative to their subcommittee.

	Topic	Lead	Anticipated Outcome
8	Discussion of future work	Stacy Aguayo	Future Work The group briefly discussed and documented various topics/processes that could be covered after completing Process #2. • Handling of Trouble orders for UDC troubleman and MSPs (TEP) • MADEN • Testing and maintenance • Performance monitoring • Safety Issues • ESP to ESP switch It was agreed to continue adding to the list until the January Policy meeting where all subcommittees will discuss future work.
9	Identify items to refer to the Policy Meeting		Items for Policy • Posting of meter data and beginning and Ending of responsibility for the customer (Issue 35). Item #5 above • Development of State Handbook • Issue 83 – Need to get a report on the resolution by the Billing subcommittee

	Topic	Lead	Anticipated Outcome	Att
			on this issue	
			• Issue 25 – Metering group assigned to VEE – need to determine if this issue can be closed	
10	Review of Metering Issues List	Stacy Aguayo	The group reviewed the Metering Issues and made updates to issue #35, 79, 90, 94 & 95	
11	Items for Next Meeting (Agenda)	Stacy Aguayo	The agenda for the next meeting was created. **<u>NOTE</u>: THE METERING MEETING SCHEDULED FOR DECEMBER 13TH HAS BEEN CANCELED. A SEPARATE MEETING NOTICE WILL BE SENT OUT WITH THE DATE AND LOCATION FOR JANUARY.**	
12	Feedback on meeting from Subcommittee	Stacy Aguayo	Participants Gave feedback on the meeting.	
13	Adjourn Meeting	Stacy Aguayo	Ms. Aguayo adjourned the meeting.	

PARTICIPANTS AT NOVEMBER 29, 2000
METERING SYSTEMS AND METER READING SUBCOMMITTEE MEETING

Name	Organization
Aguayo, Stacy	APS
Brown, Debbie	SRP
Cobb, Ann	Trico Electric
Espinoza,Chris	TEP
Gillooly, Tony	TEP
Goddy,Ernest	C3 Communications
Gonzales, David	C3 Communications
Greenrock, June	SRP
Nuszloch, Larry	SRP
Pichoff, Darrel	KR Saline & Associates
Ross, Mike	RW Beck / Citizens
Schenk, Jenine	APS
Slagowski,Sherry	C3 Communications
Slechta, Gene	SRP
Smith,Al	SSVEC

Date/Location TBD
NOTE: THE DECEMBER 13, 2000 HAS BEEN CANCELLED

	Topic	*Lead*	*Anticipated Outcome*	*Att*
1	Welcome, introductions, sign-in, Review Ground Rules	Stacy Aguayo	Chair will deliver opening remarks. Subcommittee members will sign the attendance sheet and introduce themselves. Chair will review ground rules with the group.	
2	Review minutes from the prior meeting (November 29, 2000).	Stacy Aguayo	The group will review the minutes from the previous meeting and suggest revisions as needed.	
3	Discuss Equipment Purchase Authorization (EPA) form	Stacy Aguayo	Ken Grove The group will review Ken Grove's (APSES) proposal for handling the EPA when the customer owns the meter/equipment.	
4	Review final draft of Meter Forms Packet for direct access to bundled (process 1&2) services switch	Stacy Aguayo	The group will review comments to the Meter Forms Packet. The group will determine when the packet will be finalized and presented to Policy. Janet Henry is to provide information for the Scaling Factor and how it is stated as an industry standard. Possibly make a final decision for the definition and formulas for Ke value of the internal recorder.	
5	Review final draft UDC Business Rule document for direct access to bundled service (process 1&2)	Stacy Aguayo	The group will review comments to the Business Rule Document. Proposed revised requirements specific to Issue 35 and the posing of date by the MRSP will be discussed. The group will determine when the packet will be finalized and presented to Policy.	
6	Issue 79 – 'Explore additional electronic methods for communicating data"	Stacy Aguayo	The issue was updated with a Pending Resolution status at the November 29th meeting. The group has standardized the metering forms in Excel format and sent via e-mail. This will be the standard until there is a need to look at other electronic methods (i.e. CSV, EDI). The group will resolve this issue in the issue list.	
7	Issue 90 "What is the UDC process for external devices"	Stacy Aguayo	The issue was updated with a Pending Resolution status at the November 29th meeting. All UDCs have stated their positions/processes for handling external devices. Standardization on this issue was not reached. The group will resolve this issue in the issues list and re-visit it if needed in the future.	
8	Discussion of future work	Stacy Aguayo	The group will discuss future work.	
9	Identify items to refer to the Policy Meeting	Stacy Aguayo	The group will identify items for the Policy group.	
10	Review of Metering Issues List	Stacy Aguayo	The group will review the metering issue list.	
11	Items for Next Meeting (Agenda)	Stacy Aguayo	The group will set the next meeting agenda	
12	Feedback on meeting from Subcommittee	Stacy Aguayo	Participants will give feedback on the meeting.	

	Topic	Lead	Anticipated Outcome	Att
13	Adjourn Meeting	Stacy Aguayo	Ms. Aguayo will adjourn the meeting.	